

Employee Self-Appraisal

Employee Identification

Name:	Job Title:
Supervisor:	Department:

Evaluation Period

Today's Date: _____

Review Period: From _____ to _____

Self-appraisal is a chance to actively participate in the Performance Appraisal process. Use it to provide input regarding your performance, share your achievements, and identify areas you would like to develop or readiness to advance your career. Unless your department requires a self-appraisal, you are not required to complete one. But, it is in your best interest to do so.

Please complete the self-appraisal at least one week prior to your scheduled annual performance appraisal meeting with your supervisor. Give your supervisor a copy of your completed self-appraisal.

Evaluating Work Expectations

Review your work goals set at the beginning of the review period. List three accomplishments in meeting your work expectations.

1.

2.

3.

Job Success Factors

The six Job Success Factors below apply to all City employees. Rate yourself on each of the factors listed. Add comments to support your rating.

Exceptional -- The employee frequently demonstrates exemplary performance that far exceeds position requirements in this Job Success Factor. The employee makes a unique contribution that has a significant and positive impact on the success of the unit, division, department, or City. Performance is of a rare quality found only in a small percentage of people within the organization.

Exceeds -- Performance in this Job Success Factor consistently exceeds expectations in all areas of responsibility. The employee frequently goes above and beyond what is required. The employee frequently models this Job Success Factor.

Meets -- The employee consistently demonstrates solid performance in this Job Success Factor. The employee meets and sometimes exceeds expectations in all areas of responsibility.

Does not meet -- Performance in this Job Success Factor does not consistently meet position requirements. Immediate improvement is required.

Please refer to the [Job Success Factors - Rating Guide](#) for additional information about the Job Success Factor ratings.

	Rating	Comments
Customer Focus Meets the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; establishes and maintains effective relationships with customers and gains their trust and respect.	<input type="checkbox"/> Exceptional <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does not meet	
Functional/Technical Skills and Job Skills Has the functional and technical knowledge and skills to do the job.	<input type="checkbox"/> Exceptional <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does not meet	

	Rating	Comments
Quality of Work Output The quality of goods and services produced in terms of errors, waste, and rework required to meet standards.	<input type="checkbox"/> Exceptional <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does not meet	
Productive Work Habits The extent to which overall work style is effective and productive in terms of time management, setting objectives and priorities, and following up on commitments across a variety of work challenges	<input type="checkbox"/> Exceptional <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does not meet	
Peer Relationships Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers.	<input type="checkbox"/> Exceptional <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does not meet	
Self-Knowledge Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to performance feedback; is not defensive; is receptive to talking about shortcomings; looks forward to balanced performance reviews and career discussions.	<input type="checkbox"/> Exceptional <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does not meet	
Employee Questions		
1. What were you most proud of in this past appraisal period?		
2. Do you have skills that you aren't using now, or that you feel are underused, that you would like to use?		
3. What projects or assignments would you be interested in during the upcoming year?		
4. What do you need to be more effective?		
Development and Career Advancement		
Please select the statement that is most true about your development plans at this time.		
<input type="checkbox"/> Ready for career advancement now - Given my high performance and preparation, I am ready to discuss career advancement. <input type="checkbox"/> Ready for career advancement soon - I may be ready for career advancement in the next two to three years and want to discuss development. <input type="checkbox"/> Satisfied with current position - I am satisfied with my current position and wish to continue to develop in my current capacity at this time.		
Employee Signature _____		